

## **ATTACHMENT A STATEMENT OF WORK**

### e-Business Architecture

#### **I. Project Statement**

- A. In order to position itself to provide the best possible services to its clients, DRS is identifying hardware and software platforms, development standards and development tools that will allow consistency and flexibility and adherence to statewide guidelines for the development of e-Business applications.
- B. The project objective is to define the environment and standards DRS will use to create e-Business applications.

#### **II. Scope of Work**

The contractor shall provide services described in this Statement of Work to support the definition, creation and documentation of the e-Business environment at DRS.

As a member of DRS' e-Business Architecture Project team the contractor will:

- A. Review e-Business architecture proposals and provide feedback.
- B. Review e-Business hardware, software and configuration standards proposals and provide feedback.
- C. Review e-Business development standards/tools proposals and provide feedback.
- D. Review proposed e-Business Architecture Project implementation schedule and provide feedback.
- E. Assist team in developing procedures for accessing the e-Business development, quality assurance and production environments.
- F. Assist team in coordinating implementation of any conversion/migration efforts related to new e-Business infrastructure.
- G. Assist team in coordinating implementation of e-Business architecture, development standards, and supporting policies and procedures.
- H. Assist team in developing recommendations for an authentication application.

#### **III. Project Management and Organization**

- A. The Strategic Initiatives Manager will act as manager of the contract for DRS and will be responsible for approval of billings submitted by the Contractor and the acceptance of deliverables defined in this Statement of Work.
- B. DRS will provide guidance and review to the Contractor regarding progress toward completion of the tasks/deliverables identified in this Statement of Work.

#### **IV. Tasks and Deliverables**

The Contractor shall provide hourly services to the e-Business Architecture Project team in the following areas:

1. Review of proposed e-Business architecture
  - The contractor will support the team in developing a written analysis of DRS proposed architecture. The analysis will include any recommended changes to the proposed architecture.
2. Review of proposed e-Business hardware, software and configuration standards.
  - The contractor will support the team in developing proposed hardware, software and configuration standards necessary for developing and maintaining e-Business applications.
3. Review of proposed e-Business development standards and tools.
  - The contractor will support the team in developing proposed Web-development standards and tools.
4. Development of a project plan/schedule.
  - The contractor will maintain the project plan/schedule for the team.
5. Development of procedures for accessing the e-Business development, quality assurance and production environments.
  - The contractor will assist the team in documenting procedures for accessing the development, quality assurance and production environments.
6. Development of an implementation plan for any conversion/migration efforts.
  - The contractor will assemble a conversion/migration plan for the team.
7. Development of an implementation plan for architecture, development standards, and supporting policies and procedures.
  - The contractor will assemble an implementation plan for deploying the e-Business architecture, including the installation of hardware/software, development standards and supporting policies and procedures.
8. Development of a recommended authentication application.
  - The contractor will document the team's recommended approach for authenticating users.

#### **V. Critical Success Factors**

The contractor must be able to:

- Work successfully with agency staff, management and project teams members from Information Services Division and Strategic Initiatives.
- Monitor project progress against project plan/schedule.
- Communicate issues that might hinder successful completion of the project.

- Develop alternatives for resolving specific technical issues.
- Help the team balance e-Business hardware and software needs with application development needs in order to provide an environment that is manageable, secure, flexible and scaleable.

## **VI. Workplace Conduct**

- A. The Contractor understands and agrees that he/she is an independent contractor and not an employee of DRS. The Contractor shall not hold nor claim to be an officer or employee of DRS or the State of Washington.
  1. The Contractor understands and warrants no employees of DRS will be supervised by, or report to, the Contractor. The Contractor will be available as a resource to DRS employees when required and will have access to DRS staff for technical expertise and current system knowledge.
  2. The Contractor may, at his or her discretion, perform required work off-site using his or her own equipment, or on site using DRS facilities. The Contractor is required to be present at and use DRS facilities to the extent that the fulfillment of the contract requires the Contractor to interact with DRS employees.
  3. The Contractor shall be responsible for the costs of obtaining or possessing any training necessary to complete the contract. The Contractor is responsible for his or her own work schedule. From time to time, DRS may require the Contractor's attendance at specified meetings or conferences. The Contractor shall be available for these meetings or conferences.
  4. The Contractor understands that DRS shall not provide employee benefits or any reimbursement for travel or any other expenses to the Contractor. The Contractor is engaged for the term of the contract only. No continuing working relationship is contemplated outside the terms of this contract.
  5. The Contractor may, during the period of performance of this contract, provide services to other clients if the services to other clients: (1) Does not constitute a conflict of interest with DRS work as detailed under the General Terms and Conditions of this contract; (2) Does not interfere with the completion of tasks and deliverables in a timely manner.
- B. The Contractor shall ensure its employees, agents or subcontractors comply fully with all DRS regulations and policies establishing a weapon-, drug-, alcohol-, and smoke-free work place, as well as all policies and regulations governing use of State equipment and facilities, including the Internet.

1. Installation (Site) Security: While on DRS' premises, the Contractor, its agents, employees, or subcontractors shall conform in all respects with physical, fire, or other security regulations communicated to the Contractor.
2. Use of DRS' Property and Facilities: Any property of DRS furnished to the Contractor shall be used only for the performance of this contract. DRS must provide reasonable access to the premises, adequate utilities, and equipment.
3. Software Documentation: For all Contractor software furnished to DRS within the scope of this contract, the Contractor agrees that in the event it withdraws its support, if any, from such software, it will immediately furnish to DRS, if requested, at no additional cost, sufficient documentation to permit DRS to maintain, modify or enhance such software.